

## **FIRE COMMUNICATIONS OFFICER I**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the communications center of the fire department. They dispatch fire fighting equipment and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications officers report to and have work reviewed by a fire communications officer III. This class ranks directly below that of Fire Communications Officer II.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Transmits information on fire and dispatches units.

Keeps track of location and condition of each unit at all times. Receives and transmits messages to and from the fire scene and to and from related department personnel. Notifies all specified officers or special units of all working fires.

Calls ambulance service, utilities company, and any other required agencies, for assistance at the fire scene or in emergencies, when necessary.

Tests equipment such as fire radios, fire telephones, alarm bells, public address systems, or recording equipment as prescribed by department policy.

Keeps logs, records, files, and lists by making entries on a regular basis or by periodically reviewing and updating information.

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment.

Performs related duties assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and passing a civil service examination for the position.

Before employment, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must not be less than eighteen (18) years of age.

Must possess a valid driver's license.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must have at least one (1) year of experience in general office work.

Must present a certificate, verifying ability to type at least thirty-five (35) words per minute.

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